

The Ohio Archivist

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Electronic records, oral history to be featured topics at Columbus meeting, April 11-12

An address by Frederick J. Stielow on the management of electromagnetic records with particular reference to the broadcast industry will highlight the SOA spring meeting in Columbus, April 11 and 12. Stielow is Associate Professor with the School of Library and Information Science at the Catholic University of America; he won the 1987 Waldo Gifford Leland Prize for best archival publication (*The Management of Oral History Sound Archives*). He will also conduct a workshop on oral history programs, utilizing the principles covered in his book.

The meeting will be held at the Ohio Historical Society, just off I-71 in Columbus. Lodging is available within walking distance, at the Day's Inn.

Thursday morning's initial session is a panel chaired by George Parkinson, Director of the OHS Library/Archives Division, discussing "Local History Support Sources within Ohio." Jill Harris of OHS will deal with resources available through the National Historic Publications & Records Commission. James Strider, chief of the Society Relations Division, OHS, will cover in-house development programs and the solicitation of funding sources in the local community. Dr. Oliver Jones, Associate Director of the Ohio Humanities Council, a statewide organization supported by the National Endowment for the Humanities, will detail the OHC's resources for the local repository.

Thursday afternoon will feature Professor Stielow's address. The problems of electromagnetic records are many and varied, and increasing numbers are

found in contemporary collections. Moreover, interest in radio and television materials is growing as recognition of their cultural pervasiveness and importance develops. Increasing requests are made for video and audio recordings for usage in documentary productions. Stielow will cover all aspects of the creation of an electromagnetic records repository program, including solicitation, appraisal, arrangement and description, and long-term storage. While the focus

will be on broadcast materials, many of the problems extend throughout the record type, and useful insights into the preservation of audio, video, and computer storage media will be available. Professor Stielow will be presenting the latest information from the leading edge of information storage technology.

The day will conclude with a "behind the scenes" tour of Ohio Village, the open-air museum at the Ohio Historical Center, and the evening's events will

HEADS UP!



A cavalcade of book trucks advances across the second floor of the Western Reserve Historical Society's new library building. A portion of the time-honored propellant system is visible in the upper right. How do you move an entire library? See article, page 3.

begin with a reception at the Colonel Crawford Inn. A variety of restaurants are available for dinner, and the traditional mixer will wrap up the evening at the Days Inn.

Friday morning's session will continue the theme with a discussion of re-formatting technologies. Questions of microfilm versus computer re-formatting will be presented by a panel chaired by Michael McCormick of the Western Reserve Historical Society. Joseph Zimmerman, President of Argosy Imaging, a Columbus-based information storage consulting

firm, will illuminate the factors bearing on the choice of film versus computer storage. Maureen Mullin, Librarian at the Cleveland Public Library Photograph Collection, will show a slide presentation and answer questions regarding CPL's experience with their new optical disk storage system. Robert Smith, Head of Archives at Wright State University, will present the case for microfilm's benefits, in terms of cost and permanency.

Simultaneously, Professor Stielow will conduct the workshop on the establishment and management of a local oral

history program. The workshop is designed to benefit both repositories just beginning such an effort, and those who wish to refine the intellectual control and preservation of existing collections. The Society is honored to have such a preeminent theoretician and scholar conducting this program. Brochures detailing the program and including registration forms have been mailed.

For more information, contact Barbara Floyd, University Archivist, University of Toledo, 419/537-2170, or Michael McCormick, Reprographer, Western Reserve Historical Society, 216/721-5722.

PRESIDENT'S COLUMN

Passing the Torch

After two very enjoyable years as President of SOA I will be passing on the responsibilities of office to my successor. Given the high level of support and cooperation I have received from my fellow council members and the many contributions they have made to the success of the organization in recent years, I know that these responsibilities are passing into strong and competent hands.

Looking to the future, I see many opportunities for the SOA in the next several years. With a membership of more than 150 individuals and 30 institutions, SOA is as large as at nearly any time in its history. The treasury is once again in excellent shape and should support a high level of programming in the years to come. This solid fiscal base and expanded membership is the first opportunity I see for the future. Beyond this, Council's attempts to raise the quality of our meetings has been a success and the annual spring workshops, now three years old, are a most important addition to the programming offered by SOA to its membership.

A third positive development is the renewed interest in Ohio in NHPRC. In the 1970s this state was a leader in securing grants and had an active and respected NHPRC Advisory Board. In recent years, neighboring states like Kentucky have forged well ahead of Ohio by using their NHPRC assessment reports as a springboard to action. I hope that the session on NHPRC scheduled for the spring meeting will serve as the start of a much-needed revival of the NHPRC Advisory Board in Ohio.

Still further opportunities are apparent throughout the state. In Cleveland an Archival Roundtable has been formed with over seventy interested persons on its mailing list. In 1992 the MAC regional meeting will be held in Cleveland, and planning arrangements for the meeting will allow considerable input from the SOA. An SOA-sponsored workshop at the MAC

meeting will serve the needs of both organizations. The experience we have developed by offering local workshops will provide a firm foundation for a successful workshop which can be offered to our colleagues throughout the Midwest.

Each of these developments augurs well for the immediate future of SOA. In addition, there is an increasing need for continuing education on the part of all archivists as we deal with the information created by an increasingly technical society using ever-newer recording formats. Finally, as these changes progress there is an increasing need throughout the nation for an "archival voice" to speak out on behalf of America's documentary heri-

tage. One element of such a voice must be strong archival representation at the state level. Fulfilling this role in Ohio should be a major function of the SOA in the years to come.



Dennis Harrison

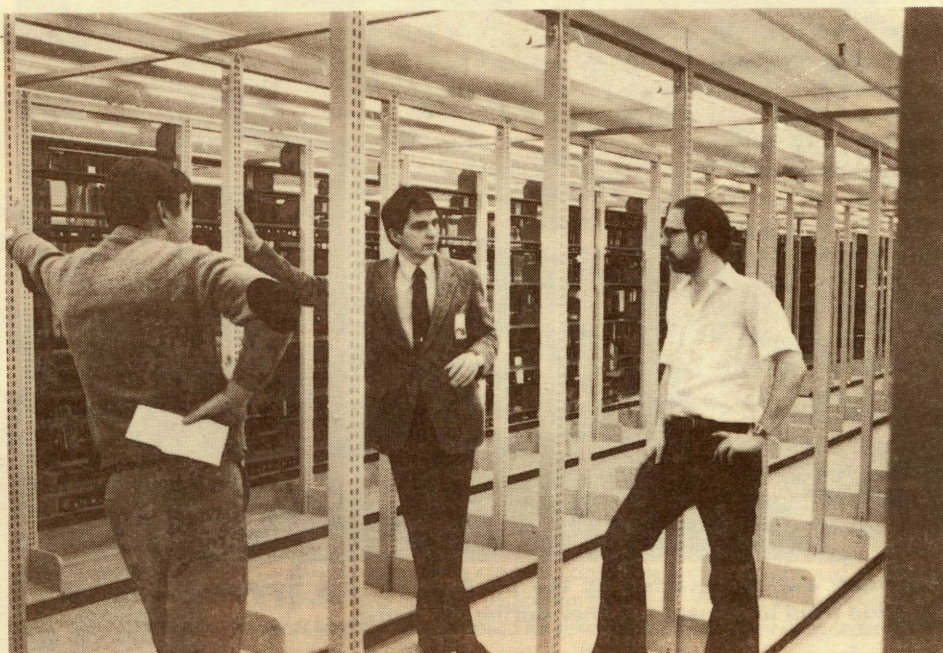
Dennis Harrison
SOA President

Facilities relocation is never 'Just another move'

Many archivists have been involved in moving their collections in one way or another. Whether hauling new materials into the building or shifting the stacks or storage area, boxes in motion seem to be a part of our professional image. The moving of entire archives/collections from one site to a new one is another matter. Loss of order, collection damage, fatigue and injury stand at the head of the problem list. Since many archivists and curators sense that one move is just like another, no matter the scale, these problems often go unrecognized or unnoticed until it is too late. When it came time for the Western Reserve Historical Society to move its entire collection, the staff was tempted to look upon the enterprise as "just another move." Fortunately, logic quickly overcame our professional hubris and we avoided possible catastrophe.

During 1983 and 1984, the Society undertook construction of a new 68,000 square foot library building. The building was the culmination of years of hoping, fund raising and planning (See Kermit J. Pike, "Western Reserve Historical Society's New Library," *SOA Newsletter*, Vol. 15, No. 1 for background on the WRHS library building program). In particular, its size, configuration, and floor plan represented several years of discussion and give-and-take between staff and the architect. As we watched the structure move toward completion we felt a strong sense of accomplishment and, perhaps, a desire to rest on our laurels. All of us realized, however, that self-congratulation would have to wait—we still had to move our collections to the new building, and aspects of that logistical nightmare made construction planning look easy.

On the surface the move looked easy. Our old facility was only several hundred yards from the new building—there were no streets or highways to traverse, no traffic problems. An initial inclination was simply to load up book trucks and push them down the alley that separated the structures. This seemed both cost effective and simple. That delusion was easily dispelled when we considered what would have to be pushed down the alley. There were over 250,000 books to be moved; a similar number of photographs stored in boxes, file cabinets and flat files; 25,000 volumes and boxes of newsprint; over six million manuscript items in a variety of archival containers; flat files of maps; file cabinets of ephemeral publications; technical equipment (including a microfilm camera and photographic studio accoutrements); reading room furniture; microfilm readers; and general office furnishings.



Library Director Kermit Pike (c) discusses the progress of the move with Western Reserve Historical Society employees John Grabowski (l) and Charles Sherrill.

Complicating this was the lack of proper stairs, elevators, and access points in our old building. Indeed, we had gone out of our way to plan a new building that lacked the painful impediments of the old. It had a large elevator, loading dock, wide doors, no floor level changes, and contiguous stack areas for collection storage. Within the old complex, books were stored, among other places, in an attic served by two steep stairways; volumes of newsprint were stacked in the basement with a stairway and a four-foot square passenger elevator as the only means of access; and even the newest part of the old building, a three-floor stack structure constructed in 1959, was served only by stairs and a small dumbwaiter. Getting the materials into the new building would be easy. Getting them out of the old one was another matter entirely. To accomplish the job with the dozen or so staff members available at the time would have required an extended Herculean effort. This was not going to be a do-it-yourself job; we were going to need help. Hiring a mover seemed to be in order.

A quick perusal of the *Yellow Pages* turned up many movers — movers of homes, of machinery, of offices, of seemingly everything but libraries. The meager literature on library moving and the offices of various professional organizations offered no real suggestions as to whom we should contact (although the ALA can now provide the names of library movers). Undaunted, we contacted several moving companies with whom we had an acquaint-

tance and eventually several others who were eager for business, no matter how odd. We drew up detailed bid specifications for the move—what was to go, how it was to be cared for, the importance of keeping things in order and other details were all spelled out in the specifications—and invited the companies to review the situation and submit bids. During their inspection walk-throughs they suggested solutions to the various logistical problems that seem rather amusing in retrospect. These included the erection of exterior construction elevators to empty stack building contents through the windows; the boxing of all books to be moved (This would have involved packing and unpacking a quarter million volumes!); and the installation of conveyor belts down stairways and through halls. None of the standard moving companies which bid on the project had moved a library or archives. At best they had dealt with file cabinets and a few office bookcases or a small business library. To their credit, they took up the challenge. Nine companies eventually submitted bids.

While the mainline moving companies were marshalling their technological resources, another player entered the picture. While carrying out a walk-through with a potential shelving contractor the matter of the move was brought up and we found, to our surprise, that a member of the firm specialized in moving libraries. It almost stood to reason—if a company sells and installs shelves, it must have some exposure to books, libraries, and archives. This contractor was invited to bid on the move.



Temporary awning, erected by the moving company personnel, protects the collection from inclement weather during the move.

The fact that this contractor had moved libraries did not necessarily prepare it to move an archives. Books were familiar to its staff—Hollinger boxes were not, nor were flat map files and various other parts of our collection. Nevertheless, the shelving contractor/library mover was not deterred. Its technology was simple—employ large specially-constructed metal book trucks (They looked something like the tray wagons used by caterers in cafeterias), a rented moving van to get the trucks from building to building, and a considerable amount of manpower. The solution seemed simple. We awaited the bids.

While the bids were pending we had ample time to reflect upon the duties our staff would have during the move. No matter which mover was chosen, library staff would have to present at both ends of the move to ensure careful and accurate handling of materials. Moreover, we would have to be doubly certain as to the placement of the collections and equipment in the new building.

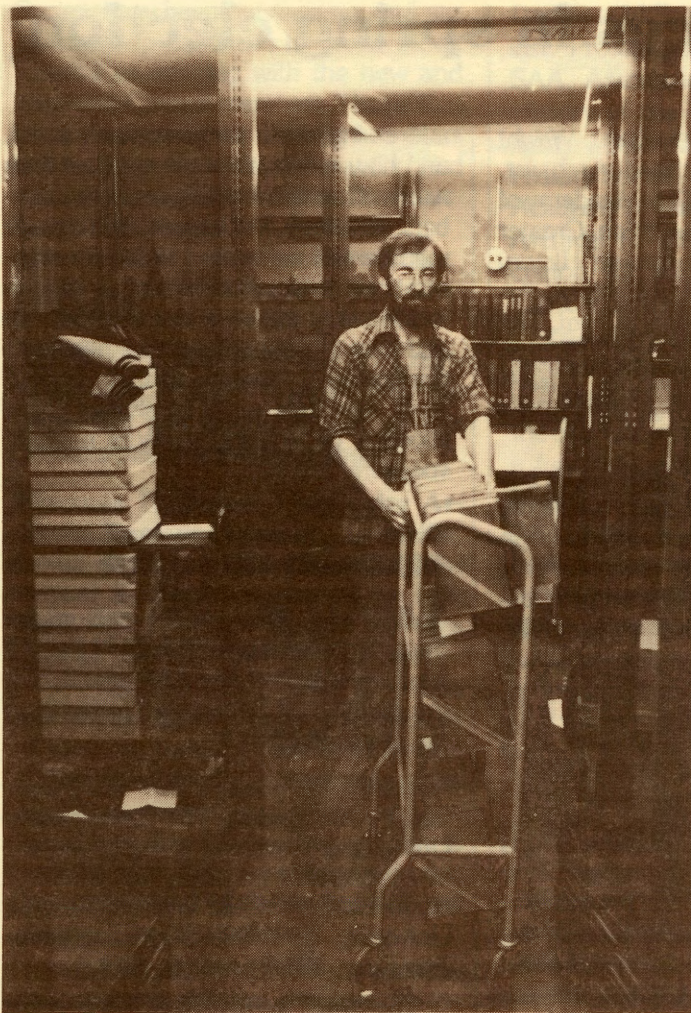
This latter matter involved an exact knowledge of the scope and physical size of all of our collections and their proper placement in the new library. The "sizing up" of our holdings had been going on for some time. General measurements of our collections had been made before construction as we had to know what collection size was in order to plan for an appropriately sized new building. Now the issue was even more important and exciting. In February 1983 we closed our old library to the public to permit the staff full time to make the detailed measurements and otherwise prepare for the move.

Like so many archives and libraries, we had lived for years in space that was not designed for nor large enough for collection storage. Therefore collections had overflowed the stacks, were stored in halls, in attics and even in closets. Space considerations broke

logical sequences of material. For instance, our publications—cataloged under Library of Congress rules—should have ideally run from A to Z in our stacks. They didn't. Certain lesser-used categories were out of of sequence. Our newspapers were scattered throughout two basement storage areas in the old building without any real regard for either title or place of publication. The space in the new building afforded us the ideal of getting all of our material "in order." As it was impossible to plan for an order of collection move that would fill our new stacks, in sequence, from beginning to end, we had to plan for the exact location and space requirements for each of our major collections, books, manuscripts, maps, photographs, etc., and for specific portions for those collections. For instance, we had to know where each and every letter category in the LC cataloged book collection would begin and end in the new building. Exact space requirements had to be planned for the Ohio newspaper titles and for the Cleveland, Canton, etc. runs within that. We had to know what manuscript collections were out of sequence in the old building and hold proper sequence space for them when moved to the new building. We measured and counted everything, and measured and counted again. By the time the move was scheduled we had detailed linear foot counts for all shelved collections, a full tally of filing



The vendor's custom-made book trucks assisted in the efficient moving of large quantities of material.



Scott Cline, WRHS employee, assists in moving books out of an attic storage space.

equipment and furniture, and even inventories of typewriters and wastebaskets. We had also spent considerable time in the new structure, where we labeled empty shelf ranges indicating where categories would stop and start, and had placed masking tape outlines on the floor for the positioning of the numerous file cabinets and flat files that held various parts of our collections.

When we at last opened the nine bids we received, we discovered a very substantial price variance between the lowest and highest. The winning bid was that of the shelving contractor with experience in moving libraries. Although their bid looked good monetarily, we double-checked references from previous clients before awarding them the job.

By April 1984, library staff were having regular meetings with representatives of the winning bidder in order to coordinate our activities with his supervisors and his contractual staff. This was critical, as we had to learn exactly how he planned to employ his workers and in what sequence he wanted to move the materials. This information would allow us to schedule and allocate our staff to various areas at various times for supervisory duties. The move was scheduled for approximately three weeks and was to begin in early May.

The move went smoothly in large part because of the extensive prior placement planning we had done and the company's experience with handling library collections—they knew the importance of keeping things in order. Of critical importance, however, was the supervisory activity of WRHS staff, who checked off collections as they left one structure and checked them in when they arrived at the new building.

Our staff also kept a close eye on and assisted the technical school students whom the contractor had hired as spot labor.

There were problems, however. The move took over a week longer than expected—given that WRHS supervisory personnel were working 60-hour weeks, this was not terribly desirable. More significantly though, we found some of our careful measurements to be inaccurate. As books were loaded into the new stacks we found the runs extending beyond their designated end points. The larger the shelf footage of books in a section, the greater the overrun. What we discovered was not that our initial measurements were inaccurate, but that the books “expanded”. They had been so tightly compacted in the old stacks that, when transferred, the same volumes that had filled an old shelf were unlikely to do so on a new one. There was an expansion factor of perhaps an inch or two per shelf as the one or two fat books that had been jammed in in the old building moved one shelf down in the new! This added up and caused some problems, but these were overcome with quick adjustments. A final problem was the wear and tear that occurred—particularly in our old building—during the move. We experienced no real collection damage, but did have scratched walls, several broken fixtures, and some damage to storage furniture. As the responsibility to repair such damage was contractually specified, the mover rectified the situation before receiving final payment for his work.

By mid-June all moving was complete and the staff could at last rest a bit and take stock of its accomplishment. We would, however, keep our reference library closed for research until September in order to take inventory, clean books, unpack office furnishings and generally prepare the building for use. We could also sit back and review the lessons we had learned about archive/library moving. Some seven years later those lessons can be codified as follows:

1. Only people with large staffs, or small collections, or excessive amounts of free time should move their own archives/library.
2. All other people should either engage a professional mover or hire the requisite extra staff and equipment to handle the move.
3. If hiring a professional mover, solicit as many bids as possible and fully outline the duties and responsibilities of the bidder on a standard specification sheet.
4. Hire movers that have both the right price and the right experience. The more expensive bidder who has moved an archives or library is a better choice than a cheaper nonexperienced counterpart.
5. Prepare fully ahead of time. Know exactly what is in your collections. Know where it is located. Make explicit plans for its placement in its environment. Leave nothing to chance here. Also, use your staff wisely as supervisors during any move, with each person assigned to a specific chore.
6. Keep close watch on the progress of the move. Know when collections are leaving and check them in when they arrive. Trust your mover to do the moving, but double-check the organization of the material as it arrives.
7. Be prepared for surprises—remember that the contents of the three-foot shelf in your old building may not necessarily fit on the three-foot shelf in the new one.
8. Remember that a facility relocation is not “just another move.” While new quarters can represent a new beginning for your archives, a business-as-usual attitude toward collection relocation can result in the “end” of some of your holdings.

John Grabowski
Curator of Manuscripts
Western Reserve Historical Society

SOA candidates for offices in spring election

Candidates for offices in the Society of Ohio Archivists have responded to the traditional questions posed by the Nominating Committee. Their answers are printed below.

PRESIDENT

QUESTION: *What are the major issues that SOA needs to address in the next five years?*

Barbara Floyd: University Archivist, University of Toledo, 1986-present. Degrees: Master of Public Administration, 1989; M.A., History, 1982; B.A., Journalism, 1980; all University of Toledo. Member (partial list): SOA (Council, 1987-89; Vice President, 1990-91); MAC. Publications: Articles in *Labor's Heritage*, *Midwestern Archivist*, *Northwest Ohio Quarterly*, *Ohio Archivist* (among others).

During the past three years, SOA has been trying to reestablish its finances and improve programming at its conferences. We have attained both goals, and now have a treasury which allows us to bring in experts from outside the state to our conferences, providing members with opportunities previously not available to them. However, SOA now needs to look beyond the next meeting to make long-range plans for its future. We need to undertake a major public service project to take our organization beyond our membership to the public at large. We need to reevaluate our conference to determine if two meetings a year are required or if one meeting and one workshop series would be better. We need a long-range plan for building and keeping membership. We need to establish better relationships with other groups such as MAC, state archival groups from bordering states, and history and records management groups.

VICE PRESIDENT

QUESTION: *What are the major issues that SOA needs to address in the next five years?*

Kevin Grace: Assistant Head, Archives and Rare Books Dept., University of Cincinnati. Degrees: M.A.,

University of Cincinnati; B.A., Wright State University; Certified Archivist. Member: SOA, MAC, Ohio Academy of History, Society of Typophiles, Greater Cincinnati Library Consortium History and Archives Group. Publications: Articles in *Urban Resources Journal*, *The Ohio Archivist*, *The Baseball Research Journal*, *Louisiana Folklore Miscellany*, University of Cincinnati publications (among others).

For the past several years, SOA has done very well in raising the professional level of the state's archivists through workshops and meeting presentations. There has also been significant progress in the last two years in raising membership levels. One of the major issues will be to further increase our membership, and to maintain it. The other major issue addresses the bottom line of archival work: providing access to collections for general study and in-depth research. SOA should lead in cooperative efforts in the State of Ohio to generate guides to collections, both public and private. Not since 1974 with the publication of the *Guide to Manuscripts Collections and Institutional Records in Ohio* has any concerted effort been made. Therefore, SOA must help raise the visibility of Ohio's archival sources by coordinating the production of subject guides, finding aids, presentations and exhibits. Our profession is one of research and service. We can't do our jobs unless we make known what is in the boxes and on the shelves.

Doris E. Coir Hambacher: Chief Executive Officer, InfOhio, Inc., Upper Arlington. Degrees: B.A., Anthropology; M.A., History; both Wayne State University. Member: SOA (Council, 1989-90), MAC.

As the nation struggles through a period of recession, institutions are faced with reevaluating expenditures, not only for equipment and collections management, but for staff development as well. SOA must compete with regional and national organizations to offer, close to home, the best in professional programming and socializing activities.

Over the next five years, SOA's focus should be on membership and education. We need to discover who we are

addressing, what they want addressed, and how efficiently we may meet their needs. Council should pursue its membership survey, but expand it to include members of associated statewide organizations. Interaction with other organizations may increase our membership and broaden our educational programs through joint meeting and workshops. Joint meetings result in shared costs, allowing us to bring in more national speakers.

SECRETARY-TREASURER

QUESTION: *What is the role of the Secretary-Treasurer in SOA? How will your experiences and strengths add to the position of Secretary-Treasurer in the next two years?*

Kenneth M. Grossi: Assistant University Archivist, The Ohio State University. Degrees: B.A., University of Akron; M.A., History and Archival Administration, Case Western Reserve University. Member: SOA (Secretary-Treasurer, 1989-present), SAA.

The role of the Secretary-Treasurer is to provide stability and consistency in order for the Society of Ohio Archivists to function. The Secretary-Treasurer should seek to have a stable financial base for the Society. This will allow the Society to expand its programs and serve its members better. The Secretary-Treasurer should also be consistent and diligent in reporting the activities of Council as well as providing information and mailings to the membership.

During the past two years as Secretary-Treasurer I have tried to follow these guidelines: 1. To provide timely communications and mailings to the membership. 2. To keep the financial and membership records accurate and up to date. 3. To assist Council in developing programs for the meetings. 4. To assist in the campaign to increase membership. While these guidelines represent what is expected of the Secretary-Treasurer, I do not think the responsibilities of the position should be taken lightly.

During the past two years I have worked with a very dedicated group of Council members. The programs of the

Society have been outstanding, and our membership continues to grow. I look forward to working with the new and returning Council members. I hope that my experiences over the past two years will help me maintain the stability and consistency which is crucial for a successful Society of Ohio Archivists.

COUNCIL

QUESTION: What is the role of a Council member in SOA? How will your experiences and strengths add to this position over the next two years?

Florence Hoffman: University Archivist, Denison University, Granville, Ohio; Archivist, The Granville Historical Society. Degrees: B.A., Missouri Valley College; Modern Archives Institute. Member: SOA, MAC, SAA.

A Council member must represent the diverse interests, needs, and concerns of Ohio archivists to the organization and communicate the policies and actions of that organization to its members. Equally important is the responsibility to help the SOA to be genuinely helpful to its members and set standards which will enhance the profession.

I am the only archivist in my community, and the contacts provided by the SOA have been very important in helping me solve problems and raise professional standards, not only at the University, but in working with our local historical society, municipal records, preservation, and graveyard restoration. We need to reach out and involve persons in related areas in a community of interest which can wield influence. I would strive to create a stronger network for archivists who work in relative isolation to better connect them to the organization. I am eager to work for the continuing education of Ohio archivists with workshops and programs which both inform and challenge them.

My ten years as archivist at Denison, preceded by experience as an art slide curator, have given me experience with a broad range of archival issues and an enthusiasm for the profession. The SOA must continue to be a useful organization to attract new members. I am confident that I can help in this effort.

Glen Jenkins: Archivist and Rare Book Librarian, Historical Division, Cleveland Health Sciences Library.

Degrees: M.S. in L.S., Certified Archivist. Professional memberships: SOA, SAA, Association of Librarians in the History of the Health Sciences (President, 1988-90), Handerson Medical History Society (President, 1990-) Ohio Academy of Medical History, Cleveland Archival Roundtable, American Association for the History of Medicine. Publications: not reported.

The role of Council is to represent the general membership of SOA. Council members should be prepared to support the operation of our organization so that it functions efficiently, increases membership and further advances the archival profession in our state. They should bring to the organization new ideas, a variety of experience, regional viewpoints and a willingness to work.

I hope to benefit Council by bringing to it what I know of a profession I have thoroughly enjoyed for the last 19 years. I believe I can represent those of you in SOA who must divide their time between managing manuscripts and archives as well as rare books, photographs, oral history and more. I am well aware of the pleasures and pitfalls thereof and would like to see some of our programs directed to the "lone arranger" and those who must wear many hats. I have served other professional organizations throughout my career and believe that that experience will help me to be a useful member of SOA Council. In particular, I have come to value the importance of broadening the participation of members, and I will work to that end.

George Parkinson: Division Chief, Archives/Library Division, Ohio Historical Society, 1990-; previously Curator, West Virginia and Regional History Collection, W. Va. University Library. Degrees: B.A., American History, Ohio State University, 1965; Ph.D., University of Wisconsin, 1972. Member: ALA, MARAC, SAA, SOA, West Virginia History Assoc., West Virginia Library Assoc. Publications: not reported.

My role as an SOA Council member would be to facilitate the collection, preservation, and use of historical materials while improving working conditions and salaries for the members. SOA provides an opportunity for us to help each other as a family does its members and to

encourage others to appreciate and support our work. My qualifications include: eighteen years of experience with a variety of archival materials and kinds of repositories; service in an academic library as a fund-raiser and development officer; grant writing and administration; and interest in improving the working environment for archivists in Ohio.

Victor S. Wagher: Local Government Records Specialist, Ohio Historical Society, at the Center for Archival Collections, Bowling Green State University. Degrees: B.A., History; M.A., Political Science; both Western Illinois University. Member: SOA (Nominating Committee, 1989-90); MAC, American Political Science Association, NAGARA. Publications: records management articles in *Ohio Township News*, *Adminiscope*, *Ohio County News*, and *Ohio Fire Chief*. Articles about local government records in *Archival Chronicle* (CAC, BGSU); edited *Guide to Local Government Records at the Center for Archival Collections* (1988).

The role of Council member in SOA is to reflect and promote the interests and needs of Ohio's archivists. The Council member should bring a representative voice to the organization, develop stimulating activities and programming to enlighten members, and encourage membership. My background as a liaison between local government and archives can be adapted to the position of a Council member. As an employee of the State Archives, I can provide a valuable asset in relations between SOA and the Ohio Historical Society by sharing the concerns of both organizations. In addition, my four years of experience in working with other archivists, the public, and elected officials have given me greater appreciation of the archivist's role in society. In the next two years, I would like to help SOA foster opportunities for archivists in Ohio to share common interests, problems, and solutions; contribute new ideas for publications, conferences, and workshops; and enhance the numbers in our membership, possibly by encouraging those of associated professions to join SOA.



SOA Session Reports

Windsor meeting— September 14, 1990

(N.B. The plenary session and luncheon talk may be reported in the next issue if the Editor has better luck with space than this time.)

10:30 AM—Adminstrating Your Archives in the 21st Century.

Barbara Floyd, University of Toledo (chair); Rai Goerler, Ohio State University; Kermit Pike, Western Reserve Historical Society; George Parkinson, Ohio Historical Society.

Rai Goerler discussed increasing budget concerns as state universities try to balance the principle of public education available to all against reluctance to raise taxes in an era of rising costs. The answer is partly in cooperation with other information institutions, and partly in the development of automation to make work less onerous. Archivists must also adjust to the way their users have changed. Cooperation has begun with programs such as the Ohio Public Records Program records retention scheduling; collection policies may have to be structured to preserve what is most outstanding in each university rather than collecting from every department regardless of quality. Libraries will help to provide the all-important context for records, while archives preserve what is distinctive about each individual institution and make possible a longitudinal view. Archival education will have to broaden to include such formerly-ignored skills as indexing (to make collections available) and public relations; again, university archivists need a knowledge of higher education's development context to make the individual institutional history meaningful.

Kermit Pike mentioned the important concerns of private repositories. Besides the need for more stack space, security is a major concern; manuscripts, especially autographs, have seen an increase in value parallel to that of art objects, making it increasingly difficult to be as open as desired and increasing the pressure to sell individually valuable items to pay operating expenses. Sources of funds, at least from state and local governments, keep drying up. Perhaps we should reappraise collections and sell those which no longer fit into the collecting policy. Government policies have changed the situation. The repatriation of

cultural property, now involving only Indian remains, may well affect manuscript collections in the future, and the IRS now considers collections "assets."

Howard Zims, a "New Left" historian, criticized archivists in the Viet Nam era as being "for social control." Archivists in the 1970s began preserving the history of the "common man" and minorities, as well as launching a real effort in oral history. The past ten years have seen a concern with purely archival problems (e.g., automation, certification). Manuscripts repositories must return to their mission of documenting neglected segments of our population and broadening their clientele. For instance, an ever larger percentage of users are genealogists; genealogy is history, "not as intellectual challenges but as psychological therapy" (Schlesinger). The true purpose of these institutions is to make all their resources available to the public.

George Parkinson showed how state historical societies started in the mold of the pioneer Wisconsin Historical Society. This archetypal institution was highly elitist, serving only the history of the white pioneers of New England heritage. In the 20th century, the collections were broadened by corporate papers but still served mainly the traditional middle class audience. Collecting policies have changed with the times; the 1970s brought in collections concerning minorities and women's history; we all know that now genealogists are important. They represent a new U.S. and Canadian middle class just finding out what the upper and upper middle classes already knew. The Civil War is still an important interest, but in the future we will need to document World War II, the Cold War, and Viet Nam in our state historical societies.

State collections are hit by financial retrenchment; there will always be problems with the waxing and waning of the economy; private endowments are a hedge against this, although people erroneously think that tax money adequately funds state societies. A partial answer is linkage with museums—the attraction of interesting objects can be a window to the archival side. It is impossible to treat all collections equally; preservation efforts and publicity should be directed to the unique parts of the holdings, and good appraisal and reappraisal demonstrate responsible housekeeping. The speaker mentioned the New York Public Library Desk Reference compiled by Vartan Gregorian as a valuable tool in showing what the new public wants to know.

10:30 AM—Planning for Lake Erie Disaster Concerns. Margery Long, Walter P. Reuther Library, Wayne State University (chair); Randy McCullough, Environment Canada; John Barton, conservator, Public Archives of Ontario.

Disaster preparation being an important topic in the profession, especially in light of the catastrophic Los Angeles library fire, the session dealt with those damaging events most common to the Lake Erie region. The first presenter was Randy McCullough of Environment Canada, the office of the Canadian national government charged with monitoring weather conditions and issuing forecasts and warnings. He discussed severe weather conditions, noting that both strong thunderstorms and tornadoes are common occurrences throughout the region of the conference. (As if to underscore his comments, a powerful storm front, including several tornadoes, swept through the area later in the day.) He then presented a videotape on the formation and warnings of tornadic weather, which was somewhat lengthy and did not address such concerns as construction of repositories for survival of severe thunderstorms and near misses by tornadoes.

Ms. Long then commented on her personal experience with a sudden and dramatic flood, a "100-year storm," which caused severe damage at the Reuther Library. She noted that such disasters come unexpectedly, and only prior preparation can avert the worst consequences.

John Barton, co-editor of the disaster manual *An Ounce of Prevention*, presented a disaster recovery process. Barton emphasized the importance of a planned response to the emergency instead of specific conservation techniques. A series of photographs illustrated the particular consequences of fires at St. Louis NARS and Dalhousie University (Halifax, Nova Scotia), the flood at the Corning archives in New York, and an earthquake at the Los Angeles Public Library.

Barton prioritized the response. First, volunteer help in the labor-intensive process of sorting salvageable materials is readily available, but only for a 72-hour period. After that, the news media loses interest, and the publicity opportunity vanishes. Second, a safe, central location with intact communications and large work spaces must be chosen near the repository, but sufficiently distant from the area of damage. Third, standardized containers must be obtained. Containers must support soaked materials while retaining strength. (While earthquakes may only involve an immense re-shelving

problem, most other disasters involve water as a factor.) Fourth, communications with the media must go through one designated person. Finally, arrangements for rapid freezing of wet materials, often at a local food preparation company with mass freezing facilities, must be arranged. Then a range of drying choices becomes available. If possible, freezing and drying should take place in a vacuum, minimizing the problem of running inks. Modern photographic materials should be immersed in clean water and then dried in a normal fashion. Period images, particularly ambrotypes, involve greater problems. Barton announced that a revision of *An Ounce Of Prevention*, with a bibliography and reference list of conservation resources, should be available soon.

—Michael McCormick, *Western Reserve Historical Society, Cleveland*

1:30 PM—Sponsors Look at the Role of Archives in the 21st Century. Dennis Harrison, Case Western Reserve University (chair); Dr. Marvin Smout, Victoria Hospital, London; Ian Wilson, Archivist of the Province of Ontario; Mark Walsh, Windsor Municipal Archives.

Dr. Smout, pathologist and chairman of the Archives Committee at the hospital, began with a short history of the Victoria Hospital, founded in 1875 as the London General Hospital. The City of London maintained the archives, turning it over when the hospital became independent of the city in 1974. The Committee on Archives was then established to collect and maintain the non-health care records (Medical/patient records are controlled by statute). In 1977, Victoria Hospital merged with the Veterans' Affairs Hospital, and it receives financial support from the government. The reasons behind the archives include the necessity of making annual reports; the archives was also used to write a history of the hospital in 1985, tracing the development of the Medical School, examining the patient population over the years, and reviewing the growth of facilities and services.

Mark Walsh's videotape (produced by the Ontario Council on Archives) showed how archives operate and how they are used. The first presentation concerned the Windsor Municipal Archives and the Windsor-Detroit Tunnel, which was to revert to the city of Windsor 60 years after completion. In a dispute over ownership, the Archives found the original document stating Windsor's claim. In view of the importance of the tunnel to Windsor's economy, city officials were very impressed by the efficiency and usefulness of the Municipal Archives.

Next, operations inside the Archives were shown, including processing and preservation techniques. Also discussed were the Archives of the National Ballet of Canada and the Canadian Imperial Bank of Commerce Archives, showing the value of the collections as historical, legal, and administrative records. A story on the educational aspect of archives was included. Some schools use repositories on a regular basis to supplement their curricula, and teachers discussed this with archivists.

The last section told of the development of the Windsor waterfront. Prior to excavating the land, authorities called upon the archives to determine whether the site was a burial ground. A search of the records determined that there had been disease which had killed thousands of people in the early part of this century, but that the victims of the epidemic were not buried on the waterfront. (For copies of the videotape, contact Mark Walsh, Windsor Municipal Archives, Windsor Public Library, 850 Ouellette Ave., Windsor, Ontario, Canada N9A 4M9; tel: 519/255-6782.)

Ian Wilson discussed ways of "selling the archives" when dealing with the funding authority. These include records management programs, a high level of efficiency, and public relations devices such as videotapes. One must have good vision, goals, and insight as to how the operation relates to the overall organization of the government or company. Government officials use various things (e.g., budget concerns) to attack the very existence of the archives. Therefore archivists must justify the need for archives and their future benefits. Arguments used to defend archives include the fact that they are the corporate memory and hold the legal record. They document the accountability of authorities, and they are used for educational programs. They can even be used as assets for financial purposes. They are used by genealogists and history buffs in helping to identify their cultural backgrounds, and they can be a source of public information.

Mr. Wilson showed that the greatest challenge an archivist faces is to show the importance of his or her archives in relation to the government, community, country, and the people; it takes a person with broad vision and keen perception to be adept at selling.

—Kenneth Grossi, *Ohio State University Archives, Columbus*

1:30 PM—Is Records Management Necessary for the 21st Century?

Doris Coir Hambacher, Local government records consultant (chair); Debbie Gearhart, State of Michigan Records Management Services; John D. Sanford, Michigan State University.

Debbie Gearhart explained the "life cycle" concept of records, stating that the "paperless office" predicted a decade ago was a ridiculous idea. Paper use in our society increased 320% from 1956 to 1986. The photocopy machine and technology introduced to usher in the paperless office have made possible even more paper records.

There are challenges at each stage of the life cycle of records: 1) creation (three-fourths of our records don't really need to be created); 2) distribution; 3) use; 4) retention (this is the greatest challenge: how does one inventory an invisible electronic record?); 5) storage (is optical disk storage legal? permanent?); 6) retrieval; 7) protection; 8) preservation (what about recycled paper?); 9) destruction (electronic documents can disappear spontaneously, destroyed by a fingerprint or fluorescent light). In conclusion, automation saves labor, but the traditional records management concepts are still valid. Information purveyors must be educated on new developments (she suggested reading *Record Retrieval Report*) and must cooperate with other specialists. The responsibility of the archivist is to get involved at the first, not the last stage, of the life cycle of records.

John Sanford looked at the future effects of technology. Developments in technology are so far ahead of applications that we would still be behind even if no more technology were forthcoming. Bureaucrats will mix and match paragraphs, fossilizing correspondence; a knowledge of writing will not be so necessary. There will be a blurring of the line between "the act and the record of the act", meaning that original and copy, memory and printout may be interchangeable. Much preservation will be in the form of sound or visual modes, similar to oral records and mythology in preliterate societies. In a way, things like electronic mail are closer to the letters of olden time, when people put their personal thoughts, feelings and judgments on paper.

For archivists in the future, appraisal will be all important as we are inundated with the long-heralded "information explosion"; we will then need to use sampling techniques, though VMX and electronic mail may check the output of paper a little. In preservation, the optical disk has appeared, with problems such as the obsolescence of hardware, transferability to future technology, enormous cost and lack of compatibility with other systems. There is a huge disparity between the budgets of archives and, for example, computer departments in regard to acquiring new technology. Archivists will have to raise their perceived value to get funding (meaning aggressive purveying of archival materials to administrators). Cooperation is essential, and research libraries in the U.S. have developed models we can

follow. Smaller repositories must retain physical and intellectual control while cooperating. Information professions must cooperate with each other as well. A few privileged people will touch the old things and the rest of us will be information managers.

3:15 PM — Cross-Border Reference Networking. Lee McLaird, Bowling Green State University (chair); Marie Charbonneau, Ontario Genealogical Society; Mark Walsh, Windsor Municipal Archives.

Lee McLaird remarked that borders are imaginary lines which separate people, or are artificial barriers which we create within our own collections as we impose order on them. Borders can also exist between archivists and researchers.

Marie Charbonneau envisions research as a short-term contract between researcher and archivist which bridges the borders between them as they search for data. Often the archivist holds the key to the researcher's success. Genealogists are not always able to state their goals clearly, nor are they professional researchers. Archivists must decipher what the genealogist requires so that both can function. Once a genealogist has exhausted local research avenues, the search widens. Marie encourages researchers to become familiar with a wide array of finding aids, such as newsletters from other genealogical societies, handbooks, directories and indexes, to facilitate research that must be done from a distance.

Mark Walsh is aware, both as researcher and as archivist, of the geographic, economic, and familial cross-border linkages of the Great Lakes-Ontario-Detroit area. His graduate research into William Caldwell, military figure and trader, profoundly impressed upon him how much the area's economic development has been tied to its geography, a tie that persists to this day. When the Municipal Archives was founded in 1974, Mark contacted the Michigan Archives because they each have the same concerns. Whether the issue is the Ambassador Bridge, the Detroit-Windsor Tunnel, Great Lakes shipping, or the Dodge brothers, the cross-border linkages are strong and the documentation each side preserves provides valuable information on the development of the whole border area.

—Virginia Weygandt, Clark County Historical Society, Springfield

3:15 PM—Theoretical Considerations of Descriptive Standards. William Gulley Jr., Wayne State University (chair); Carolyn Texley, Cranbrook Educational Community; William McNitt, Ford Presidential Library.

Carolyn Texley explained her approach to describing holdings at the Cranbrook Educational Community in Bloomfield Hills, Michigan, saying that she was describing strategy, which is only the first step in developing theory. Before NHPRC approval of a descriptive standards project, "you just wandered around till you found it." The unique Cranbrook community was an early 20th century experiment in total education, made up of three constituent parts and founded by newspaper publisher George Booth's donation of his manor house and 315-acre estate in 1908. Cranbrook includes schools and institutes of art and science, museums, a church, and theaters, and was a center of the Arts and Crafts movement in the U.S.

To get a clear idea of how the parts went together, the MINARET program was used to establish a name/subject/author file, a description which was entered into the database, and links to national networks (which necessitated using the widely accepted MARC-amc format). This was a temporary system, the permanent one being QUICKSIS, a campus-wide database. The material to be brought under control was varied—everything from art objects, papers and photos to buildings and gardens. Ten to fifteen per cent of the collection is under good control, but researchers are not able to use the finding aids on their own and need the archivists' help.

Guidelines for index terms and folder headings are taken from the Reuther Library's administrative manual. Descriptions can be of three formats: OCLC, LC or RLIN, which is the easiest. LC subject headings, familiar to outside researchers, are used. Pre-existing photo collection descriptions are a source for index terms. Eventually the QUICKSIS system will get the manuscript, photo, and object together.

The Archives is responsible for records management, and for the past 18 months the archivist has been inventorying records in offices in preparation for transfer. There are standards for subject files, and when possible, the Archives uses terms that would be helpful to the office personnel. This spirit of cooperation bolsters its image in the institution when people perceive that the archivists are "practical."

Observations during this very complex project have been that in developing descriptive standards, the archivist has to process the papers to get familiar with the collection. It is important to have *trained* people processing. Tracing and making sense of policies is always laborious, and people have to communicate with each other in constructing authority files, there has to be frequent brainstorming involving all processors. A knowledge of reference

use is indispensable—so far the terms selected match the users' terms. Theory isn't good enough; archival education needs to address making descriptive standards and writing abstracts. The precision and clarity of language has to be stressed.

William McNitt spoke on folder-level subject indexing on the PRESINET system for the presidential libraries, which in fall, 1990 was in operation only at the Ford. The original set of only 900 terms was that of the White House Central Files manual, with 150 being added. Authority control over archival subject terms is best when collections are homogeneous, as at the Ford. The goal of indexing is to locate all materials truly useful to the searcher. The very few archives using subject indexing at all often base it on terms from NUCMC, RLIN, or OCLC. These, however, are geared to guiding people to the right collections; PRESINET is for guiding them to the right folder.

The steps in indexing are based on common sense: 1) determine if the folder is worth indexing; 2) examine the subject content; 3) identify the important concepts; 4) express them in a controlled vocabulary. (Folder titles alone should never be used—they are too often misleading.) At last 5) enter the box number, title, description, date span, and approximate page count. The retrospective conversion of previously processed material requires one to three hours per linear foot. One has to look out for items that need to be treated in accordance with the law or a donor's will. There should be a "thesaurus czar" who controls vocabulary. Part-time employee indexers were never as good as staff archivists with knowledge of the collection. All trainees must work under an experienced indexer so that they do not become too exhaustive or too specific. Communication is a must so that the work is as uniform as possible. Testing for retrieval and debugging take a lot of time.

The Ford currently conducts all searches (partly manual, partly automatic) after an interview; programmers are working on a simplified system for use by searchers. The subject terms are the principle vehicle for searches, but full text searching is possible. Boolean connectors and phrases, wild cards and proximity searching are used. One can save results of a search in the system and reprint reports. Researchers' comments are recorded to help programmers know what they should be doing. This system is very good at the Ford but one of the things that makes it work is the homogeneity of the holdings, which is lacking in many collections.

COUNCIL ACTIONS

September 14, 1990

Holiday Inn, Windsor, Ontario

Financial report: *Ohio Archivist* fall issue cost \$515.39; checking account balance: \$2840.44.

Membership: 110 individuals and 30 institutions

Dennis Harrison opened the floor for ideas. Regina Entorf suggested a mail or phone survey of the membership, which could be used for programming. It could include all SOA members or use sampling. Examples of surveys done by other organizations would give ideas. Fred Lautzenheiser asked if an indexing workshop could be included in a future meeting.

November 30, 1990

Ohio Historical Society

Financial report: The Windsor meeting cost \$246.07. Checking account balance—\$3141.67.

Membership: 130 individuals, 32 institutions (as of Nov. 30)

Nominating Committee: Dennis Harrison stated that though several candidates were from the same institution, they were all well qualified, and that if anyone objected to the slate of candidates, open nominations are accepted at the time of election anyway.

Local Arrangements Committee: Barbara Floyd reported on the Windsor meeting. The Southwest Ontario Archivists Association did all of the local arrangements. The brochure was mailed in April, but the June 1 deadline was far too early, forcing the committee to make a second mailing in July. However, if an early registration date is not set, the group risks losing the hotel room guarantee. Another problem was the requirement that the fee be in Canadian funds, which had to be dropped. The reason for lack of registrants is not clear. Maps should have been provided for the Saturday workshop locations.

Joint ventures are still favorably viewed for the future, but there will be a need for more planning sessions, better marketing, a better handle on costs of recreational activities, and more discussion about workshops on the last day of the conference.

Council then discussed the last topic. The Windsor meeting was extremely worthwhile in spite of poor attendance, and future meetings could be arranged with archivists in Pennsylvania, Indiana, or Kentucky.

Wendy Greenwood, OHS, is handling local arrangements for the spring meeting. The membership directory, to be mailed with the next newsletter, will include members as of Jan. 1, 1991 and will show business addresses and phone and FAX numbers. Home addresses will be listed only if no business address was given; specialized skills will be on another page. Mike McCormick is generating a list of companies for solicitation for outside funding. While sponsorship of lectures seems to be popular with businesses, endowments are not. Barbara Floyd will represent SOA on the SOA-OAH Joint Committee and will recruit two other people to serve as well. George Bain will represent SOA at the Ohio White House Conference on Library and Information Services December 5.

FREEnet computer bulletin board serves Cleveland area's archival community

SOA members with computers and modems living in the Cleveland area, or with access to inexpensive data switching networks, should be aware that the Cleveland FREEnet, a private, nonprofit computer network hosted by Case Western Reserve University, offers a variety of services useful to the archival community.

FREEnet now allows free connections to library computer catalogs, both in Ohio and out of state. Regional libraries include: Cleveland Public Library, Case Western Reserve University, Kent State University, Northeastern Ohio Universities College of Medicine, Oberlin College, Ohio State University, University of Akron, and Youngstown State University. Remote systems are: University of California, Colorado Alliance, and Boston University.

Also, FREEnet users have (free) access to email services reaching the very large national computer nets: Internet, Bitnet, Fidonet, and Compuserve. Archivists whose institutions are not on-line can now establish accounts and exchange correspondence with thousands of sites worldwide. However, "real time" linkage to remote host computers and File Transfer Protocol (FTP) are not available.

No bulletin board services specifically relating to archival practice are currently extant, although the CWRU History Department maintains a board, and the

SCHOLARSHIP AVAILABLE

A scholarship to the National Archives' Modern Archives Institute (June 3-14, 1991) is available again from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel, and housing expenses at the Institute. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be mailed to Michele F. Pacifico, National Archives and Records Administration, Archives II Project—Room 409, Washington, DC 20408, by April 1 (tel: 202/501-5110).

national Usenet offers a discussion area, soc.history.

Call FREEnet at 216/368-3888. Communications settings on your terminal software should be eight data bits, no parity, and one stop bit. The dialup modems support 300-2400 baud, although the higher speed modems are limited in number. VT100 terminal emulation is necessary for most of the advanced features, including many of the library catalogs. New users log in as visitors, and may either download the registration form, or request that it be mailed to them. Upon validation of the registration, the user is given an account number and full access to the system.

For further information, call Mike McCormick at 216/721-5722.

CORPORATE HISTORIES SOLICITED

St. James Press seeks contributors to research and write signed essays for the *International Directory of Company Histories*. Each 3000-word essay will present the history of an important existing corporation. Volume I has already been published and won an award from the American Library Association. Contributors will be paid \$400 per essay. Send a resume and brief writing sample to: Adele Hast, Executive Editor, St. James Press, 233 E. Ontario St., Chicago, IL 60611 (tel: 312/787-5800).

NEWS NOTES

The Department of Archives and Special Collections, Ohio University Libraries, has received about 75 cu. ft. of records from the Columbus & Hocking Coal and Iron Company. The records, including over 700 volumes and dating mostly between 1880 and 1920, were donated by the New Straitsville Betterment Association. They include coal shipment records, company store account books, house rental records, letter books, payroll and time books, and mine maps and represent valuable documentation of the Hocking Valley coal field during its heyday.

Anne Gilliland-Swetland has left her position at the **University of Cincinnati** following her marriage to Luke Swetland of the Bentley Historical Library and now lives in Ann Arbor, Michigan.

In October, 1990, the National Historical Publications and Records Commission endorsed **Kent State University's** Robert A. Taft Papers project.

Rai Goerler, Archivist at **The Ohio State University**, has recently been appointed Archivist of the Byrd Polar Research Center. The Center has about 900 cu. ft. of records relating to the North and South Poles, has been in existence for about 30 years, and is one of the oldest academic research centers in the U.S. (and the only one in the world concerned with the polar regions). It documents the history of scientific knowledge of the polar regions and holds two extremely important collections, those of Adm. Richard Byrd and Sir Hubert Wilkins, a contemporary of Byrd's and the first person to fly a plane in the Antarctic.

The Ohio Newspaper Project, sponsored by the Ohio Historical Society with a grant from NEH, is preparing for its third phase (preservation microfilm). Cataloging efforts since 1987 have sent project librarians to 56 counties looking for old newspaper files. This information can be preserved for probably more than 500 years on 35mm microfilm, with monitoring for completeness of the newspaper and quality of processing. The project hopes to produce 1000 rolls of microfilm statewide. NEH supplies 50 percent of the grant budget, and the OHS is seeking funds from the State of Ohio, the microfilming participants, and private sources.

The Ohio Historical Society Archives/Library Division recently acquired the Joel Buttles diaries, written in the 1840s. Buttles settled in Worthington, Ohio in 1804, printed in partnership *The Western Intelligencer* (the first central Ohio newspaper), and later

served as postmaster and as president of the City Bank of Columbus. The diaries detail Buttles' life up to his death in 1850 at the age of 64. According to George Parkinson, chief of the Division, this significant acquisition provides detailed descriptions of life in central Ohio in the early 1800s. Microfilm editions and transcribed copies will be available to the public.

The **OHS** has received the records of former Governor Richard F. Celeste from 1983 to 1990, including files from the Columbus, Washington D.C. and Cleveland regional offices. An initial inventory phase will ascertain the provenance, order and content of the 650 cu. ft. of records, requiring six to nine months; then archivist Tom Rieder will make recommendations for processing. One series, the transition manuals produced by the outgoing department directors directly responsible to Celeste (intended for incoming directors in the Voinovich administration), has been processed and microfilmed. Researchers should contact Tom Rieder at the Ohio Historical Society (tel: 614/297-2584).

The Ohio Historical Society has initiated a project to coordinate information regarding local government records preserved at institutions participating in the **Ohio Network of History Research**. The universities involved are: Akron, Bowling Green, Cincinnati, Ohio University, and Wright State. Also included are the Western Reserve Historical Society and OHS. Each network center has its own finding aids, but information regarding all the local government records in the centers has not been available at one place. The first phase will be to develop a uniform data entry system for information on local government records. Then a central database will be generated and maintained by OHS, with periodic updates. Contact the participating institution nearest you, or call John Stewart at OHS, Archives/Library Division (tel: 614/297-2581).

Thomas B. Greenslade, Archivist of **Kenyon College** since 1967, died September 25 in Columbus at the age of eighty. He "was the soul of this institution for decades....His devotion to Kenyon was legend, as his book, his mentoring of student assistants, and his diverse exhibits on the College attested." Born in Bellevue, Ohio, he taught in the schools and colleges of New York City from 1931 to 1967, returning to Kenyon in 1967 as archivist, collecting, cataloging, and making available the documents of the College's heritage. He wrote *Kenyon College: Its Third Half Century* (1975).

The Ohio Genealogical Society will hold its annual conference (theme: Tri-State Footsteps) at the Toledo Hilton Hotel, 3100 Glendale Ave., Toledo 43614, on April 26-28, 1991. A computer workshop on April 25 will precede the conference. Seminars on WordPerfect, PC-File, PAP, Roots III, and Telix/ProComm will be offered at \$35 each. The two-day package deal is \$72 for members. Highlights include sessions on English research, 21st Regiment O.V.I., adoption research, Irish research, the Burton Collection, and Ohio public records law. A tour of the Hayes Presidential Center in Fremont is available on the 28th. Details from OGS, P.O. Box 2625, Mansfield 44906-0265 (tel: 419/522-9077) (registration deadline April 1)

Roland Baumann, Archivist at the **Oberlin College Archives**, was elected to a two-year term as chairperson of the College and University Archives Section at the 54th annual meeting of the Society of American Archivists in Seattle last fall. Baumann just completed a two-year term as chairman of the SAA's Membership Committee.

Lisa Hicks, a second-year student in the Master of Library Science program at Kent State University, is doing an internship at the **Oberlin College Archives**. Valerie S. Komor and Brian A. Williams, on staff at Oberlin, attended SAA's "Introduction to the USMARC Format for Archival and Manuscripts Control" in Houston, February 21-22, 1991.

Papers at the **Oberlin College Archives** made available by finding aids financed through an NHPRC-sponsored grant include the following collections: Charles Martin Hall, 1882-1985; Walter Horton, 1910-1966; Lloyd W. and Esther Bliss Taylor, 1905-1980; the Oberlin Historical and Improvement Organization, the Oberlin Preparatory Department/Academy, and the Oberlin Kindergarten-Primary Training School, as well as the College Library and Physics Department. The Archives has published a new *Guide to the Women's History Sources in the Oberlin College Archives* (136pp.), edited by Roland Baumann and compiled with Pam Kirwin Adams and Alexandra Weil. Collection titles are followed by dates, collection size, administrative history or biographical sketch, and scope and content notes. Proceeds go to the Gertrude F. Jacob Archival Publications Fund. Contact Oberlin College Archives, 420 Mudd Center, Oberlin 44074.

Rebecca Johnson, a Loyola public history graduate, has joined the staff of the **Western Reserve Historical Society** library as an archives assistant. Robert Ray, formerly a member of the WRHS Cleveland-Gund Foundation grant-funded processing team, has moved to the WRHS library catalog

division, and is working on OCLC entry of the manuscript collection. Richard Hite, a second member of the team, has returned as a part-time processor. The third project staff member, Bari Stith, is now archivist for **Gauga County**. During the period July 1987-June 1990, the grant-funded processing staff completed work on 482 collections, totalling some 2959.54 linear feet. Bernard Watford is now the part-time microfilm camera operator.

WRHS completed the processing of all pre-1987 labor-related collections with funding from the Ohio Historical Society Ohio Labor History Funds. The two OHS grants (1988-1990) allowed the processing of 21 collections totalling some 503 linear feet. Pat Stahley, labor history processor, remains at WRHS as a part-time processor.

Notable accessions at the **WRHS** library in 1990 were the papers of the Severance family, the William Gwinn Mather family, and the mayoral papers of George V. Voinovich. Grants from Louise McCoy (Severance family) and the E.R. and W.G. Mather Fund will underwrite the processing of the Severance and Mather collections. The Voinovich papers came to the Society under the auspices of the Ohio Local Government Records program.

WRHS publications: In 1990, the Society published a catalog introduction to the papers of Frances Payne Bolton and Chester Castle Bolton, the Frances Payne Bolton Audio-Visual Collection, and the Payne Fund records (over 260 linear feet *in toto*). The Boltons were civic leaders in Cleveland, holding the 22d District seat in Congress from 1928 to 1988. The Society, with Kent State University Press, has issued a reprint of William Ganson Rose's *Cleveland: the Making of a City* (1st ed. 1950). John J. Grabowski has written a new introduction to the reprinted edition. *Seven Making History: a Mayoral Retrospective*, issued by the League of Women Voters of Cleveland and edited by Kermit Pike, contains biographical information on seven of Cleveland's mayors who were still living in 1989 and recollections of six of this number on their tenure in office.

Nancy F. Schwartz, archivist for the **Cleveland Jewish Archives** at WRHS, saw over a year of intensive work come to fruition in the exhibit "Founders, Cleveland's First Jewish Settlers", commemorating the 150th anniversary of Jewish settlement in the city. The exhibit will be available for traveling after display at the Society.

Nancy C. Erdey was appointed the Archivist at **University Hospitals of Cleveland** in July, 1990, having formerly been Assistant to the President of CSA Health & Human Services, a multi-hospital system located in Richfield, Ohio. Responsibility for the corpo-

rate archives was among her many duties. She is completing her Ph.D. in Social Policy History at Case Western Reserve University and has an interest in health policy and materials related to the history of health care.

Dr. Richard Oram has left his position as director of the Ward M. Canaday Center at the **University of Toledo** to become public services librarian at the Harry Ransom Humanities Research Center at the University of Texas at Austin.

The **National Council on Public History** will hold its annual conference in Toledo May 1-5. In conjunction with a full-day workshop on business archives, the Ward M. Canaday Center at the University of Toledo will display an exhibit through the summer: "Making Their Business Your Business: The Use of Business Archives for Interdisciplinary Research". For more information on the conference, contact Diane Britton, History Department, University of Toledo, 419/537-4540.

The **Center for Archival Collections at Bowling Green State University** has acquired an important Civil War collection, the papers of the 21st Ohio Volunteer Infantry. They include the official papers of the regiment, as well as correspondence following the war dealing with the participation of the unit in the Battle of Chickamauga. Ms. Lee N. McLaird was appointed Curator of Rare Books and Special Collections at **BGSU** to succeed Nancy Steen, who retired July 1, 1990.

The **Institute for Great Lakes Research, Bowling Green State University** (located in Perrysburg) received a grant from NEH to make available to researchers significant manuscript collections on Great Lakes maritime history, including materials from the Lake Carriers Association and the International Shipmasters Association, among others.

The **Popular Culture Library** at Bowling Green State University recently received a major addition to the Carl Jacobi collection, contains material relating to his educational experience, as well as dozens of manuscript short stories in the macabre vein written for pulp magazines. A new Sheldon R. Jaffery accession includes a nearly complete run of books published by Arkham House, the oldest and most prestigious publisher of weird and supernatural fiction, Jaffery manuscripts, items from DAW Books, Inc. and a variety of other material on science fiction, fantasy, and horror literature. Call Brenda McCallum, Head Librarian, Popular Culture Library, BGSU, Bowling Green 43403-0600 (tel: 419/372-2450).

The **Consortium of Popular Culture Collections in the Midwest (CPCCM)**

was recently established for special collections at Bowling Green, Michigan State, and Ohio State Universities. CPCCM focuses on collection development, access, preservation, and promotion of research, and works with items as diverse as comic books and video games. Contact CPCCM, c/o Popular Culture Library, Bowling Green State University, Bowling Green 43403 (Prospectus from Lucy Caswell at Ohio State University, 614/292-0538).

The **Academy of Certified Archivists 1991 examination** will be given during the fourth week of September at the 1991 SAA meeting in Philadelphia, and in Atlanta, Chicago, Dallas and Los Angeles. Applications must be postmarked no later than August 2, 1991. The \$50 application fee applies toward the \$275 certification fee. The ACA candidate handbook specifies eligibility requirements and is available (as well as applications) from: The ACA Secretariat, c/o Society of American Archivists, 600 S. Federal St., Suite 504, Chicago IL 60605.

JOB OPENING

Manuscripts cataloger—MARC-compatible system; also developing finding aids; developing cataloging terminology. Tue.-Sat. week, competitive salary. The Historical New Orleans Collection. Applications by May 10, 1991. Call Editor (Fred) for details: 216/444-2929.

CONSERVATION COURSE

"Fundamentals of Library & Archives Conservation," George M. Cunha; July 8-26, 1991 at Wayne State University, Detroit. Call Editor (Fred) for details: 216/444-2929.

CALENDAR

April 11-12, 1991: SOA Spring Meeting, Ohio Historical Society, Columbus; see article on front page.

May 1-5, 1991: National Council on Public History, Toledo, Ohio (see News Notes above)

May 9-11, 1991: MAC spring meeting, Chicago—contact Tyler Walters, Northwestern University Library, University Archives, Evanston, IL 60208-2300; tel: 708/491-3136.

September 25-29, 1991: SAA annual meeting, Philadelphia—contact SAA, 600 S. Federal, Suite 504, Chicago, IL 60605; tel: 312/922-0140.

September 6-11, 1992: 12th International Congress on Archives, Montreal (theme: "The Profession of the Archivist in the Information Age"). Contact: Claude Minotto, Executive Director, 1945 Mullins Road, Montreal, Quebec, Canada H3K 1N9 (tel: 514/873-3067).

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Kenneth Grossi, Secretary-Treasurer SOA, Ohio State University Archives, 169 Converse Hall, 2121 Tuttle Park Place, Columbus, OH 43210.

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CHANGE OF ADDRESS: Please be sure to notify Ken Grossi, secretary-treasurer (see address above).

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